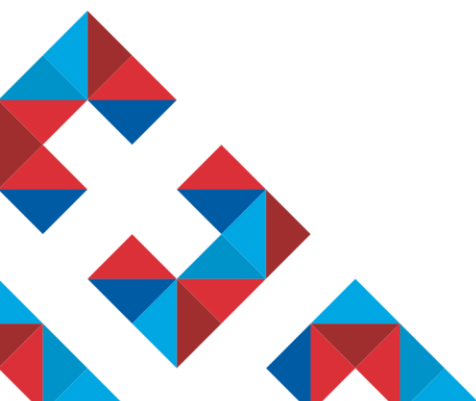


Key Action 1 (KA1) Guide for Applicants

Higher Education International Credit Mobility

Deadline: 11am (UK time) on Wednesday 4 March 2015

Version 1: 13 February 2015



This document is Version 1 of the guidance notes for the 2015 Call for Key Action 1 Higher Education International Credit Mobility.

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Introduction to Key Action 1: Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

Key Action 1 for Higher Education International Credit Mobility

UK charter-holding institutions, that is those who hold the Erasmus Charter for Higher Education, or Higher Education Institutions (HEIs) for simplicity, can apply for funding for student mobility to and from HEIs in Partner Countries to support students in acquiring competences to improve personal development and employability whilst also enhancing the foreign language competencies and raising awareness and understanding of other cultures and countries. HEIs can also apply for funding for staff mobility to and from HEIs in Partner Countries to support the professional development of those working in higher education.

International Credit Mobility projects can last either 16 months or 24 months and HEIs can apply for funding to support any of the following mobility activities:

Student Mobility

- study mobility **to and from** Partner Countries

Please note: Student mobility for traineeships (work placements) to/from Partner Countries is not possible in the 2015 Call.

Staff Mobility

- Staff mobility for teaching **to and from** Partner Countries
- Staff mobility for training **to and from** Partner Countries

Partner Country HEIs must sign an 'Inter-Institutional Agreement (International Version)', with the sending Programme Country partner, as they will not have been awarded the Erasmus Charter for Higher Education (ECHE).

Funding can be used to support HEI staff engaged in both teaching and non-teaching roles. Staff mobility activities can last from five days to two months (60 days), excluding travel time. Two travel days can be awarded but must not contribute to the minimum duration required. The minimum duration for student mobility is three months and the maximum duration is 12 months. The same student may participate in mobility periods totalling up to 12 months maximum per each cycle, and previous participation in the Lifelong Learning Programme (LLP) Erasmus programme counts towards the 12 months per study cycle.

Eligible Countries

The following countries are eligible destinations under KA1 Higher Education mobility for students and staff between Programme and Partner countries (see pages 24-25 of the 2015 Programme Guide).

Programme Countries – Member States of the European Union (EU) and Non EU Programme Countries

Member states:

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland Sweden and United Kingdom.

(NON EU):

Former Yugoslav Republic of Macedonia, Iceland, Lichtenstein, Norway, Turkey.

There are 10 budget “envelopes” available in 2015 under the 4 Instruments, which cover most, but not all of the world’s regions. **Any countries not listed are not eligible for International Credit Mobility in 2015.**

Please note: Different budget envelopes have different rules. Please see section ‘Application Restrictions’ on page 7 for information.

Partner Countries

Instrument for Pre-accession (IPA)

IPA - Western Balkans – Envelope / Region 1 – Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia.

European Neighbourhood Instrument (ENI)

ENI - Eastern Partnership Envelope / Region 2 – Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law.

ENI - South Mediterranean- Envelope / Region 3 – Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia.

ENI - Russian Federation – Envelope / Region 4 – Territory of Russia as recognised by international law.

Development Co-operation Instrument (DCI)

DCI - Asia – Envelope / Region 6 – Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.

DCI-Central Asia- Envelope / Region 7 – Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

DCI-Latin America – Envelope / Region 8 – Argentina, Bolivia, Brazil, Chile, Columbia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

DCI – South Africa – Envelope / Region 10 – South Africa

Partnership Instrument (PI)

PI Industrialised Americas – Envelope – Canada, United States of America.

PI Industrialised Asia – Envelope – Australia, Brunei, Hong Kong, Japan, (Republic of Korea, Macao, New Zealand, Singapore, Taiwan.

Please note: Regions 5, 9, 11 and 12 are not eligible destinations for KA1 HE Mobility for students and staff between Programme and Partner Countries (page 37 of 2015 Programme Guide)

Who is this guide for?

This step-by-step guide is to help UK HEI's or National Mobility Consortia complete the 2015 Erasmus+ Key Action 1 Learning Mobility of Individuals application form.

The guide is for organisations which are considering applying for funding for Higher Education International Credit Mobility. If you wish to apply for funding for a mobility project with only Programme Countries, Key Action 1 funding in another field, or for a Key Action 2 or Key Action 3 project, please see the [How to Apply](#) page on our website.

We recommend that, as a minimum, you consult the following documents when completing your application form:

- The [2015 Erasmus+ Programme Guide](#) and the [Corrigendum of the 2015 Erasmus+ Programme Guide](#);
- The European Commission's [Guidance](#) on applying for International Credit Mobility;
- The European Commission's [FAQs](#) on applying for International Credit Mobility;
- The European Commission's [Technical Guidelines](#);
- The [Assessor's Guide](#)

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check that you are an eligible organisation.
3. Read about organisational and financial capacity.
4. Register on the European Commission's Participant Portal.
5. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

We recommend that you read the relevant sections of our Erasmus+ website and the European Commission's Erasmus+ [Programme Guide](#) to find out more about Key Action 1 for higher education. For Key Action 1 higher education applications the relevant sections are:

- the [apply for international credit mobility section](#) of our website;
- pages 9-26, 31-50, 232-246 and 249-254 of the Erasmus+ Programme Guide.

2. Check that you are an eligible organisation

To be eligible to apply for Erasmus+, Higher Education Institutions (HEIs) must have an Erasmus Charter for Higher Education (ECHE). To check if your institution holds a valid ECHE, please see the [list of awarded ECHEs](#).

Consortia managing HE mobility under Erasmus+ KA1 must have a Consortium Certificate before they can apply for any Erasmus+ funding.

You may apply for the Consortium Certificate at the same time as applying for Key Action 1 funding; see the Erasmus+ Programme Guide pages 35-50, especially pages 41-43. Your consortium application will be assessed and then, if it is approved, your Key Action 1 application will be assessed for funding. If your Consortium Certificate application is not successful, your Key Action 1 HE application will be automatically ineligible.

A National Mobility Consortium in Higher Education can be composed of the following participating UK organisations:

- Higher Education Institutions holding a valid ECHE;

- any public or private organisation active in the labour market or in the fields of education, training and youth;
- three eligible participating organisations, including two sending HEIs.

All applications must be organisation led; individuals cannot apply directly for a grant. All applying organisations must be based and registered in the UK. For more information, please see the specific eligibility criteria for higher education Key Action 1 projects on page 36 of the Programme Guide.

Please note that, with limited exception, Sole Traders, Partnerships and Unincorporated Associations are not eligible to apply for funding in Erasmus+.

2.1 Partner Countries

You need to identify and name the HEIs from the Partner Countries you intend to work with. This is done in the narrative part of the "Quality Questions" of the eForm. You, as the HEI from the Programme Country will have to explain why the planned mobility project is relevant to the internationalisation strategy of the HEIs from the Partner Countries and what the impact of the project will be on the partners.

The application form will be attached to the Grant Agreement between the HEI from the Programme Country and the National Agency, and will therefore become legally binding.

2.2 Eligible Participants

Student mobility for study: students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification. As only study mobilities are eligible for 2015/16 between Programme and Partner Countries, the students must be enrolled in at least the second year of their course.

Staff mobility for teaching: staff employed in a Programme or Partner Country HEI or in any Programme Country public or private organisation active in the labour market or in the fields of education, training and youth, Including employed doctoral candidates that have been invited to teach at an HEI.

Staff mobility for training: staff employed in a Programme or Partner country HEI.

For consortium applications only the HEIs' staff are eligible for funding and not the staff from the local/coordinating authority.

For more information, please see the specific eligibility criteria for HE Key Action 1 projects on pages 39-41 of the 2015 Programme Guide.

2.3 Application restrictions for Higher Education International Credit Mobility

The different budget envelopes have different rules.

For the **ENI**, **Eastern Partnership**, and **ENI South Mediterranean** budget envelopes, a minimum of 90% of the available budget must be used for **incoming** student or staff mobility from the Partner Country. This limitation does not apply to the Russia envelope see 2.4 2015 UK budget.

For the **DCI** budget, Programme Country HEIs can receive incoming students and staff without restrictions, but **there are restrictions on sending outgoing Programme Country students at first (Bachelors or equivalent) and second (Masters or equivalent) cycle. Outgoing staff and third cycle students (PhD or equivalent) are eligible for mobility to Partner Countries.**

To overcome the restrictions on outgoing mobility at first and second cycle from Programme Countries under the DCI funding instrument, **the UK National Agency has made funding available to support outgoing mobility of first and second cycle students.** This figure represents 20% of the DCI budget envelope and is the maximum amount NAs are able to transfer for this purpose.

There are no restrictions on incoming/outgoing mobility in either the IPA or the PI funding instruments.

On the next page you will find the 2015 UK budget for Higher Education International Credit Mobility.

2.4 2015 UK budget

Instrument / envelope	Credit mobility (euro) 2015	Approximate number of credit mobilities 2015
ENI - SOUTH	2,138,723	342
ENI - EAST	1,615,419	258
Total Russia*	1,001,661	160
DCI - Latin America	452,833	72
DCI - Asia	1,392,461	223
DCI - Central Asia	391,700	63
DCI - South Africa	126,793	20
DCI outgoing mobility cycles 1 and 2	472,757	75
IPA	1,808,318	289
PI - USA, Canada	430,194	69
PI - Asia industrialised, Australia, New Zealand	456,439	73
Total	10,287,298	1645

Unlike intra-European Credit Mobility, there are no quotas for student vs staff mobility with Partner Countries. In other words, HEIs are free to apply for 100% staff mobility or 100% student mobility or anything in between. This decision has to be clearly justified in the body of the application form.

The actual grant amount awarded to the HEI will depend on a number of elements:

- the number of mobility periods and months/days applied for;
- the budget allocated for the mobility action in the respective Partner Country or Region;
- the geographical balance within a given region or sub region

If you have any questions about eligibility, please contact the British Council. You can contact the team by phoning 029 2092 4311 or by emailing erasmus@britishcouncil.org.

3. Read about operational and financial capability

3.1 What is operational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the Programme Guide published by the European Commission.

Capacity checks of public sector higher education institutions (HEIs), colleges and schools may not be as detailed as for other types of organisation. Note: for HEIs, operational capacity is assessed through the ECHE.

The National Agency will limit the number of live projects an organisation manages at any one time if there is no evidence of sufficient operational capacity to successfully deliver them.

3.2 What is financial capacity?

Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or advance.

A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro.

In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully.

You must therefore provide a set of accounts, in accordance with relevant UK legislation, of no more than 15 months old, on the deadline date of the round to which you are applying.

The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project. Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

3.3 What kind of bank account does my organisation need to receive Erasmus+ funding?

All grants are paid in euro. It is strongly recommended that you use a euro bank account to avoid exchange rate losses. Some UK bank accounts can accept euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation so that we can make payments to you. If this is not possible please contact the British Council to discuss your options.

4. Register on the European Commission's Participant Portal

Registration on the [European Commission's Participant Portal](#) to obtain a PIC is compulsory and you will not be able to submit your application if you have not registered your organisation. If you registered prior to, or during, 2014 there is no need to re-register.

Please note that both the applicant organisation and partner organisations, if in a consortium, must have registered on the [European Commission's Participant Portal](#) to obtain a PIC before completing an Erasmus+ application form.

HEIs from Partner Countries do need a PIC as soon as they have been selected and most certainly before the start of mobility. The PIC has to be communicated to the HEI in the UK as soon as it is known. The PIC for HEIs from Partner Countries is not needed at application stage.

The Participant Portal is accessible via an individual's ECAS account. A video guide on how to register on ECAS together with a Participant Portal User Manual is on our [website](#).

Organisations will need to upload evidence of their legal status and a completed financial identification form.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be entered automatically.

If your HEI has participated in other European Commission-funded programmes, particularly within research, you may already have a PIC, in which case please do not create a new one.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 232, which contains detailed guidance on how to complete these steps.

5. Ensure you understand the quality criteria against which your application will be assessed

You must ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria. You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof-read your application.

Your application should reflect your institutional strategy, as set out in your ECHE. Your project will be monitored against the requirements and standards set out in that document.

The assessment of applications is carried out in two stages:

- a formal eligibility check undertaken by the NA staff
- a qualitative assessment undertaken by an expert(s) who will have been selected based on their experience and knowledge of the HE sector

For applications for a Consortium Certificate, there will be a qualitative assessment undertaken by external experts selected for their experience and knowledge of higher education. Please see the Programme Guide, page 43, for the quality criteria against which consortium applications will be assessed.

The budget for Higher Education International Credit Mobility is limited and competition is expected to be high. Funding decisions will be made based on quality score.

Experts will assess each section of the application form against the criteria detailed below:

Relevance of the strategy (maximum 30 points)	The extent to which the planned mobility project is relevant to the internationalisation strategy of the HEI involved (both in the Programme and in the Partner Country) and the rationale for choosing staff and/or student study mobility.
Quality of the cooperation arrangements. (maximum 30 points)	The extent to which the applicant organisation has previous experience of similar projects with HEIs in the Partner Country and the clarity of the description of the responsibilities, roles and tasks between partners.
Quality of the activity of design and implementation (maximum 20 points)	The completeness of quality and arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular the Partner Country).
Impact and dissemination (maximum 20 points)	The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.

One or more experts will assess each mobility project. The experts will look at the four quality questions for **each set of mobility flows with a given Partner Country**. Only the best sets of mobility flows will be selected for funding, that is the ones that receive the highest quality scores.

To be considered for funding, proposals must score at least 70 points out of a possible 100. Furthermore, they must score a minimum 15 points for the categories “relevance of the strategy”

and “quality of the cooperation arrangements”; and a minimum of 10 points for the categories “quality of the activity design and implementation” and “impact and dissemination”, i.e. more than 50% for each area of scoring.

Any relevant text you enter will be considered in the quality assessment. Please be concise and give the most relevant detail in the most relevant section of the form.

Where to find more help and advice

For further information, please refer to the [Apply for higher education student and staff mobility funding](#) section on our website.

The Erasmus+ team at the British Council are here to help you with any queries regarding your higher education application. You can contact us by phone on 029 2092 4311 or by email at Erasmus@britishcouncil.org.

Step-by-step guide to completing the application form


Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 HE funding. The eForm is available to download [here](#). Please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download [here](#). The eForm will work with some earlier versions of Adobe Reader and we recommend version 10 or above as a minimum.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

In order to save the form on your computer or network, click on the ‘Save a copy’ button  in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment

without losing the encoded data. **Please note: you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Delete Last' or the '+' or '-' buttons. Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable. Clicking the 'validate' button at the end of each page will ensure you can identify any missing fields as you go along.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.

If you need further guidance on completing the eForm, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The technical guidelines can be downloaded from our website, on the [Key Resources](#) page.

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call and Deadline for Submission have already been pre-filled.

Applicants should check that the pre-filled fields: Key Action, Action, Action Type, Call and Deadline for submission correspond to the funding being applied for. Applications for Key Action 1 - Learning Mobility of Individuals for Higher Education Institutions students and staff between Programme and Partner Countries must ensure that the following details are consistent.

- **Key Action:** Learning Mobility of Individuals

- **Action:** Mobility of Learners and Staff
- **Action Type:** Higher Education Student and Staff mobility between Programme and Partner Countries.
- **Call:** 2015
- **Deadline for submission:** 04-03-2015 12:00 Brussels time **11:00 UK time**

In this section you are only required to complete the field in relation to the languages used to fill in the form. All applications submitted to the UK National Agency must be completed in English. You must therefore select English from the drop down box for this field.

B.1. Project Identification

Project Start Date: All projects start on 1 June 2015 and that date is automatically populated in this field of the application form

Project Total Duration [months]: A Higher Education mobility project must last either 16 or 24 months. You must choose the duration at application stage. The project duration is the total duration for your whole project and not just the proposed activity durations. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.

Project End Date: The project end date will automatically populate depending on the project duration selected. For projects lasting 16 months, the end date will be 1 October 2016. For projects lasting 24 months, the end date will be 1 June 2017.

Applicant Organisation Full Legal Name (Latin characters): This field will be populated once your PIC number has been inserted in section C, 'Applicant Organisation'.

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01 (United Kingdom)** from the drop down box.

C. Applicant Organisation

This section asks you to provide information relating to the applicant organisation.

Before completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 9 of this guide for further information.

Applicants must enter their organisation's PIC number into the application form and click 'Check PIC'. Once entered, the form will automatically populate the applicant organisation's details. The information entered into this section of the form will be based on details provided during the PIC

registration process. If there are any changes to the information originally provided participants should log back onto the Participant Portal and update it accordingly.

C.1. Profile

This section of the form will also be pre-filled using the information submitted on to the European Commission's Participant Portal. Please check that this information is accurate and update it in the Participant Portal if not.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. The Type of Organisation should already be populated but if it is incorrect you can change it by selecting a different 'Type of Organisation' from the drop down menu in the eForm.

C.2. Consortium

If you are applying on behalf of a consortium select 'Yes' from the drop down box. If you are applying as an individual HEI and not as a part of a consortium select 'No' from the drop down box.

Please note that you must have been awarded, or are applying for a Mobility Consortium Certificate at the time of application.

C.3. Accreditation

Please select from the drop down menu which accreditation type you have been awarded. If you are applying as an individual HEI, please select ECHE. You will also need to insert your ECHE number in the 'Accreditation Reference' field. You can find a list of [awarded ECHEs on the European Commission's website](#).

If you are applying on behalf of a consortium, please select Mobility Consortium Certificate, and the certificate number if applicable.

C.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding contract on behalf of your organisation. For HEIs, this will almost always be the Vice Chancellor / Pro Vice Chancellor, unless authority has been delegated and there is evidence of the delegation. If your application is approved this person will be the signatory for the Grant Agreement.

Please complete every field in this section.

If the appropriate contact address for the legal representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

C.5. Contact Person

Complete as per C.1.4 but for the contact person, this is the person who will be the primary contact for the project and is usually the person who is coordinating the application. We will use these details as the first point of contact for the application and, should it be successful, the grant.

If the contact address for the contact person is different from the main contact address for the applicant organisation, you will need to tick the box to indicate this and complete the address details.

D. Main Activities

Please enter the different outgoing and incoming mobility activities for each of the Partner Countries with which you intend to cooperate. Please note: **each set of mobility flows with a given Partner Country will be assessed separately.**

To calculate the appropriate distance band: If you know the city of origin and the city of the venue for all mobility activities in a flow, and they are the same for all mobility activities in that flow, you will introduce the travel distance between those cities; if there are several cities of origin and/or venue in a flow, you will introduce the travel distance from/to the capital of that country, please use the European Commission's [distance calculator](#) to calculate this.

To add another mobility type, select 'Add Activity' and follow the process as above again. If you wish to remove an activity type, please select 'Remove Activity.'

D.1 Activities' Details

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form. Some changes may be requested and approved by the National Agency at a later date, but if an activity is added we will not be able to increase funding to cover it.

For each activity, complete the fields in the grid as follows.

Activity No: populates automatically

Activity Type: Select from drop down menu. Options:

- staff mobility for Teaching to/from Partner Countries;
- staff mobility to/from Partner Countries;
- student mobility for studies to/from Partner countries

Please note: Due to the difference in nature of activities between staff and student mobilities,

the Activity Details table in the eForm will change depending on which mobility type you select.

Please see below the two different layouts of the Activities Details form for Staff and Student mobilities.

Staff Mobility (Teaching / Training):

Flow No: Flow is the term used to describe an instance of travel within one activity type. In each flow you will report the number of mobilities that are incoming and outgoing to different countries for that activity type. Additional flows can be added or removed, using the + or – symbols.

Incoming / Outgoing: Select if activities will be Incoming or Outgoing from the drop down menu.

Country of Origin: Please select from the drop down menu. If the activity is Outgoing, you will not be able to select country of origin, as the country of origin is where your HEI is based, i.e. the UK.

Country of Destination: Please select from the drop down menu. If the activity is Incoming, you will not be able to select country of destination, as the country of destination is where your HEI is based i.e. the UK.

Distance Band: Use the European Commission's [distance calculator](#) to calculate the one-way distance. Please use the venue city if known. If not, please use the capital of the destination country.

Total Duration Excluding Travel (days): Please insert the total duration of all participants combined. Minimum duration for staff teaching/training is five days and the maximum duration is two months (60 days) and is excluding travel days. For instance: five staff members on mobility for five days, the Total Duration (excluding travel days) would be 25.

Total Travel Days: Please insert the total number of travel days of all participants combined. The most number of travel days that can be awarded is two days per participant. A travel day is subsistence for a day spent travelling, when the staff member is not participating in teaching or training activities. For instance: five staff members awarded two days would be 10 travel days.

Total Duration Including Travel (days): This cell will automatically populate depending on what you have inserted for Total Duration Excluding Travel and Total Travel Days.

No. of Participants: Please enter the total number of participants for that flow.

Student Mobility:

Flow No: Flow is the term used to describe an instance of travel within one activity type. In each flow you will report the number of mobilities that are incoming and outgoing to different countries

for that activity type. Additional flows can be added or removed, using the + or – symbols.

Incoming / Outgoing: Select if activities will be Incoming or Outgoing from the drop down menu.

Education Level: Please select the relevant level of study for that flow from the drop down menu.

- EQF-5 Short cycle within the first cycle / Short cycles tertiary education (ISCED 5)
- EQF-6 First cycle / Bachelors or equivalent (ISCED6)
- EQF-7 Second Cycle / Masters or equivalent (ISCED 7)
- EQF-8 Third Cycle / Doctoral or equivalent (ISCED 8)

Country of Origin: Please select from the drop down menu. If the activity is Outgoing, you will not be able to select country of origin, as the country of origin is where your HEI is based i.e. the UK.

Country of Destination: Please select from the drop down menu. If the activity is Incoming, you will not be able to select country of Destination, as the country of Destination is where your HEI is based i.e. the UK.

Distance Band: Use the European Commission's [distance calculator](#) to calculate the one-way distance. Please use the venue city if known. If not, please use the capital of the Destination Country.

Total Duration (full months): Please insert the total number of full months for the duration of the mobility.

Total Duration (extra days): Please insert the total number of extra days for the duration of the mobility. For example, if mobility is 3.5 months, you would insert three full months and 15 days.

No. of Participants: Please enter the total number of participants for that flow.

D.1.1 Summary of Activities and Participants per partner country

In this section, a summary of activities and participants recorded on the previous page (D.1. Activities Detail) will automatically appear. You will not be able to amend on this table. If you would like to make changes, please do so in D.1. Activities Details.

E. Budget

For further information please consult pages 44-50 of the Programme Guide for the overview of funding rules. Please note that all amounts must expressed in euro. Please validate your form to calculate and automatically populate the following budget details.

E.1. Travel

This section will automatically populate from data recorded in D.1 Activities details. Please note Travel Grant per Participant and Total Travel Grant Requested fields will automatically populate and cannot be manually populated. Rates for travel are listed below.

Travel distances ³⁰	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

They are also listed on pages 48-49 of the Programme Guide.

E.2. Individual Support

This section will automatically populate from data recorded in D.1 Activities details. Please note Grant per Participant and Total Grant Requested fields will be automatically populated and cannot be manually populated. The rates for Individual Support are listed below:

Students to/from Partner Countries

From	To	Amount
Eligible Partner Countries	Group 1 Programme Countries	850 EUR per month
	Group 2 Programme Countries	800 EUR per month
	Group 3 Programme Countries	750 EUR per month
Programme Countries	Partner Countries	650 EUR per month

Staff to/from Partner Countries

Receiving country	Staff from Programme Countries	Staff from Partner Countries
	Min-Max (per day)	Amount (per day)
	A1.1	A1.2
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160	160
Partner Countries	160	Not eligible

The original table can be found on page 50 of the Programme Guide. Please note we have

simplified the table for the purpose of applying for mobility between Programme and Partner Countries.

E.3. Organisational Support

The organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education in Programme Countries, and with the **principles of the ECHE as reflected in the inter institutional agreements agreed in the case of institutions from Partner Countries**. Full details can be found on pages 44-46 of the 2015 Programme Guide.

The organisational support grant is calculated on the number of all supported outbound mobile participants (including mobile participants with a zero-grant from EU funds for the entire mobility period) and incoming staff from enterprises teaching at an HEI, that is the beneficiary or a member of the national mobility consortium. Mobile participants with a zero-grant from EU funds for the entire mobility period count as supported mobile participant as they benefit from the mobility framework and organisational activities. Organisational support is therefore also paid for these participants.

This section will automatically populate from the number of participants in D.1 Activities details. Please note the Total Grant Requested will also automatically populate and cannot be manually amended. Rates are listed below and can also be found on page 44 of the 2015 Programme guide.

Eligible costs		Financing mechanism	Amount	Rule of allocation
Organisational Support	Costs directly linked to the implementation of mobility activities (excluding subsistence and travel for participants)	Unit costs	up to the 100 th participant: 350 EUR per participant + beyond the 100 th participant: 200 EUR per additional participant	Based on the number of mobility participants

E.4. Budget Summary

This section will automatically populate with the representing the total grant requested for this application.

E.4.1. Project Total Grant

This section is automatically calculated from information recorded in D.1 Activities details.

F. Quality Questions

The Following questions will appear, and will repeat, relating to each of the previously mentioned Partner Countries (entered either as an Origin or Destination Country in section D.1 Activities Details).

Please comment on the following quality aspects for each Partner Country.

F.1. Partner Country (1)

This section relates to the first Partner Country selected under section D.1 – Activities Details and will repeat for each Partner Country to applying to work with.

F.1.1. Relevance of the Strategy

Explain why the planned mobility project is relevant to the internationalisation strategy of the HEIs involved, (both in the Programme and Partner Country). Justify the proposed type(s) of mobility (students and/or staff) in relation to the HEIs priorities. **In this section you need to provide a clear and specific list of the HEIs from the Partner Countries that you are applying to work with.** Information provided in this section will be used to assess the mobility flows detailed in D.1. Activities' Details.

F.1.2. Quality of the Cooperation Arrangements

Detail your previous experience of similar projects with HEI in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-Institutional Agreement (International Version). How does this application build on and enhance existing partnership arrangements with the HEIs in Partner Countries? **As budget is limited for International Credit Mobility it is suggested that you focus your application on existing partnerships and relationships.**

F.1.3. Quality of Project Design and Implementation

Present the different phases of the mobility project and summarise what both you and partner organisations plan in terms of selection of participants, the support provided to them, and the recognition of their mobility period (in particular in the Partner Country). Please refer to specific methods of recognition.

F.1.4. Impact and Dissemination

Explain the desired impact of the mobility project on the participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.

How will you know whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them.

To whom will you disseminate the project results inside and outside your organisation? What kind

of dissemination activities do you intend to carry out and through which channels?

G. Checklist

Before submitting the application, please make sure that it fulfils the requirements listed below:

- you have used the official Key Action 1 Higher Education mobility between Programme and Partner Countries application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the legal representative mentioned in the application.
 - only applications submitted by Consortia, the mandate of each member of the consortium to the applicants signed by both parties.
- in case your PIC is not yet validated, you have uploaded the documents to give proof of the legal status of your institution in the Participants Portal (for more details, see the section "Selection Criteria" in part C of the programme guide).
- in case you have not yet already done it in previous calls, for grants exceeding 60,000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). **Not applicable in the case of public bodies or international organisations.**
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.
- you have sent only one application form for all your mobility activities between Programme and Partner Countries as a single HEI (in you send more than one as a single HEI, please note that only the last one sent within the deadline will be processed).

H. Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour.

I. Declaration of Honour

This is your HEI's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in your application.

The legal representative of the applicant organisation, for HEIs, normally the Vice Chancellor / Pro Vice Chancellor, must print the Declaration of Honour, read it carefully, complete the declaration

section by hand and sign it. The signed Declaration of Honour then needs to be scanned and attached as an annex before application form is submitted online. Please stamp the Declaration of Honour with your institution stamp before uploading it.

The signed Declaration of Honour then needs to be scanned and attached as an annex to the eForm before you submit your application form online.

It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour, signed by the legal representative, will result in your application being ineligible.

J. Annexes

The following documents need to be annexed to the application form:

- the Declaration of Honour signed by the legal representative mentioned in the application
- if you applying on behalf of a consortium, you will have to include partner mandates for each partner signed by both parties

Applicants need to ensure that all documents specified in the checklist are submitted electronically with the application. To attach documents click the 'add' button on the right hand side of the box displayed. This will then open up an additional window which will allow applicants to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application no other files will be accepted. A file which has been added in error can be removed by clicking the 'remove' button which replaced the 'add' function on the right hand side of the table.

K. Submission

K.1. Data Validation

You must ensure you have validated all sections of your application before submitting it. You can click the 'Validate' button in the corner of your application form at any point. A pop-up will appear, indicating if all required fields have been completed or if a required field is not completed correctly.

K.2. Standard Submission Procedure

You should submit your application only when you are happy with the finalised version. You need to ensure that your computer is connected to the internet in order to submit your application. Please also check that all sections of the form are valid and all annexes are attached before

submitting the form.

We advise saving the final completed version of the eForm on your desktop in case of any technical issues with submission.

Your application must be submitted online by the deadline: **11am (UK time) on Wednesday 4 March 2015**. If you submit your application after this deadline, and the alternative submission procedure outlined below is not completed in time, your application will be made ineligible.

K.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**.

Please note: if your error message says one or more fields has been completed incorrectly, this is not a technical error.

If you are unable to submit your application online before the deadline, you must take the following steps:

1. Take a screenshot of the Submission Summary Page, K.4. demonstrating that your electronic form could not be submitted online before the deadline.
2. Email us at erasmusplus.applications@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline, so by 1pm on Wednesday 4 March UK time. In the subject line of the email please put: KA1 HE International Credit Mobility application form – [insert here the name of your organisation].

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If either of the following 3 'Statuses' appear in 'Submission Summary' your application won't be accepted under the Alternative Submission Procedure:

1. **'ERR-01'** as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.
2. **'ERR-06'** as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
3. **'Unknown'** as this means that the eForm was not submitted and no submission attempts

were made.

K.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

K.5. Form Printing

We recommend that you print your final completed eForm and retain it for your own records. Hard copies of the eForm do not need to be posted to the UK NA.

After submitting your application

Once you have submitted your application you will receive an acknowledgement email.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest-scoring applications are selected, based on the budget available.

Applicants will be informed of the outcome by email and grant agreements will be issued to successful applicants.